CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW516						
Classification Specification: ACCOUNTING TECHNICIAN						
Salary Range: AF 25						
Position Description: Accounting Technician						
Incumbent:						
Location: Public Works Department - Accounting						

GENERAL PURPOSE:

Under the direction of the Public Works Accounting Manager, perform a variety of complex accounting tasks such as fund management, reconciling, analysis of revenues, expenditures, budgets, and establish and oversee contractor payments, budget and labor distribution. Review and approve purchase orders; prepare grant billings, payroll, cash bonds and related documents.

Work is characterized by a substantial amount of administrative and detail work.

Supervisor sets the overall objectives and resources available. Employee and supervisor work together to develop the deadlines, projects, and tasks to be completed. Employee is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Employee keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work and effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain accounting records for Street, Water, Sanitary Sewer, Drainage and Environmental projects.

Manage funds, prepare project status reports, reconcile, resolve discrepancies and analyze fund revenues, expenditures and budgets.

Establish tracking payment system and monitor contractor payments, change orders, overruns retainage, liens and releases.

Prepare monthly labor distribution and journal entries and key enter into financial system.

Create billing rates using salaries and benefits, lease payments for projects and various grants.

Assist in preparing and submitting the Public Works – Engineering Department annual budget to city staff.

Analyze and prepare reports on miscellaneous project funds and forecast revenues and expenses.

Prepare grant billings for numerous agencies.

Review and approve purchase orders, invoices and related documents.

Prepare budget revenue and expenditure budget changes for contributions, grants, mitigation agreements, transfers and adjustments for all Engineering funds.

Train and provide technical assistance to accounting staff as assigned.

Become familiar with, follow, and actively support the mission, vision, values, and behaviors statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal accounting systems and procedures
- Methods, procedures and terminology used in assigned accounts
- General accounting principles, practices and procedures
- Grant agency requirements

SKILLED IN:

- Oral, written and interpersonal communication
- Performing financial analysis
- Providing technical expertise and information regarding accounting principles, practices and policies
- Effective organization and expression of ideas through the use of oral and written communications
- Effective use of interpersonal skills in a tactful, patient and courteous manner

ABILITY TO:

- Operate a PC and related office machines
- Meet work schedules and deadlines
- Interpret, apply and explain general regulations, policies and procedures
- Prepare and maintain a variety of statistical and budget records and reports
- Maintain assigned fiscal and accounting records accurately and efficiently

- Analyze situations accurately and adopt and effective course of action
- Process financial documents rapidly and accurately
- Manage multiple task concurrently
- Work confidentially with discretion
- Read, analyze, interpret and explain government rules, regulations, codes, policies, operating and procedure manuals, technical journals, financial reports, legal documents, general business periodicals, professional journals, etc.
- Compose, proofread and edit general correspondence and reports
- Add, subtract, multiply, divide, compute fractions, ratios, percentages, proportions and apply these concepts to financial issues
- Define problems, collect data, establish facts and draw valid conclusions
- Apply common sense understanding to solve practical and complex problems
- Work confidentially and independently

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Finance, Accounting, Economics or closely related field; and

Experience: Three (3) years of increasingly responsible experience developing and

maintaining financial records and statistics and one (1) year professional

experience in municipal or government accounting.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

N/A

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, multi-line telephone, fax, copier, and appropriate software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands to finger, handle or feel and talk or hear. The employee may be required to type on a keyboard for extended periods of time. The employee is occasionally

required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and ability to focus.

WORKING CONDITIONS:

Work is performed in a typical office environment, subject to multiple interruptions by telephones and interoffice activities. While performing the duties of this job, the employee may occasionally be exposed to individuals who are difficult, irate or hostile. The noise level in the work environment is usually moderate in the office.

SIGNATURI	ES:			
Incumbent'	's Signature	Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee Date		Date	Employee Services Director	r/Designee Date
**Note:		nce appraisa	d and updated annually at I; when this position becomes d significantly.	

Revised: 10/22/02